

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 03-12

OPEN TO: U.S. Citizen Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION TITLE: Special Projects, Democracy and Human Rights, and Africa Development Fund Coordinator

OPENING DATE: February 21, 2012

CLOSING DATE: March 6, 2012

WORK HOURS: Full-time 40 Hours/Week

POSITION GRADE: *FP-06 “Final FP grade to be determined by Department of State, AF/EX in Washington.”

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Freetown is seeking an Eligible Family Member (EFM) for employment in Sierra Leone for the position of Self Help, Democracy and Human Rights, and Africa Development Fund Coordinator. The position is located in the Economic and Commercial section and reports to the Economic and Commercial Officer.

FUNCTIONS OF POSITION:

Manage the Ambassador's Special Self Help (SSH) program.

Ensure the SSH program addresses the Ambassador's goals and that funds are being responsibly managed.

Provide work guidance to the Local Engaged Staff (LES) Economic Assistant in the performance of his duties related to the SSH program.

Receive and evaluate community proposals and prepare presentations to the project selection committees. Prepare and review project documents for funding, project close outs, and mid/end of year project status reports.

Manage the Democracy & Human Rights Fund and the African Development Fund.

Ensure the Democracy & Human Rights Fund (DHRF) and African Development Fund (ADF) address Mission Strategic and- Resource Plan goals and that funds are being responsibly managed.

Provide work guidance to the LES Special Projects and Economic Assistant in the performance of his duties related to the DHRF and ADF.

Coordinate with Political Officer in the management of the DHRF fund.

Contribute to other projects as needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** High School diploma and some undergraduate classes required.
- 2. Experience:** Five years of progressively responsible experience in administrative management in the developing world is required
- 3. Language ability:** Level 4 English Language ability (fluent) in written and spoken English required.
- 4. Knowledge:** Must be able to acquire working knowledge and learn procedures of the Economic and Commercial Office. Must be able to learn and acquire knowledge of precedents, policies and objectives of the Ambassador's special self help program as necessary. Must be proficient in project management. Must have some knowledge of Sierra Leone economic, cultural, social and political issues. Must be able to acquire working knowledge and procedures of files in the office.

- 5. Other Criteria:** Must be a U.S. Citizen Appointment Eligible Family Members (AEFMs) of a U.S.G. direct-hire or Uniformed service employee. Must have or be able to obtain a secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as a
3. DS-174; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

The Human Resources Section
Application for Special Projects/DHRR/ADF Coordinator
American Embassy
Freetown

DEFINITIONS

AEFM: A type of EFM that is eligible for direct hire non-career employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- is Listed on approved form OF-126 (Foreign Service Residence and Dependency Report) of a US Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- If a Domestic Partner applies, the Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM Authority, must have filed and obtained approval of form DS-7669 from HR/EX/ASU.
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and
- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service.

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders or approved form OF-126 who do not meet the above criteria are not AEFMs or US Citizen EFM for purpose of 3 FAM 8210.

CLOSING DATE FOR THIS POSITION: March 6, 2012

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.